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**From:** Han, Linda (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=LINDA.HAN]  
**Sent:** 4/7/2010 3:22:36 PM  
**To:** Calogero, Dina (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=Dina.Calogero]; Smole, Sandra (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=Sandra.Smole]; Nassif, Julianne (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=Julianne.Nassif]  
**Subject:** FW: Executive Order 504 - Follow Up  
**Attachments:** PACE Account Creation Ver1.6 4-2-10 .pdf; Non-State Users with Network accounts 4-6-10.xls  
**Importance:** High

I took a first stab at this list, but I may have missed some people. The people listed under the first tab of the excel spreadsheet have access to DPH email or networks, but for whatever reason the people downtown don't know who they are. We have to claim these people as our own if we do not want their network and email accounts to be disabled. So please have a look and let me know if you recognize any names that I haven't already marked off (in column A). Due Friday.

Thanks,  
lh

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**From:** Kaczmarek, Louis (DPH)  
**Sent:** Tuesday, April 06, 2010 5:27 PM  
**To:** Mullen, Jewel (DPH); Cranston, Kevin (DPH); Condon, Suzanne (DPH); Benham, Ron (DPH); McCauley, Philip (DPH); Han, Linda (DPH); Bonner, Alice (DPH); Okeefe, Jerry (DPH); Botticelli, Michael (DPH); Clark, Mary (DPH)  
**Cc:** Weisberg, Carol (DPH); Golden, Kristin (DPH); Sullivan, Julie (DPH); ValdesLupi, Monica (DPH); Daniel, James (DPH); Bugarin, Carol (DPH)  
**Subject:** Executive Order 504 - Follow Up  
**Importance:** High

This is a follow up to Monica's mandatory information security training email on Tuesday of last week (please see below).

Requested action:

- Help us by claiming your Bureau's employees' (and other workforce members) network and email accounts from the attached list; we tried to list as many accounts by Bureau to make it easier but it was not possible for all so the whole list should be reviewed (note: these accounts are difficult to vet without program-specific knowledge)
- Ask all non-state employees on this list to fill out the PACE information form (also attached), since they are required to take the training too
- Specify whether accounts belong to: current state employees, non-state workforce members or are terminated

Why you must act:

- Unclaimed network and email accounts will have to be disabled (this is the last opportunity to prevent this for these accounts)
- This will improve DPH security and save us money (e.g. email account charge-backs)
- Name changes or simple misspellings have prevented account validation and we need your help
- Compliance with Executive Order #504 means all workforce members have to take the online information security training; non-state employees are not automatically set up with PACE accounts

- Some workforce members are listed as terminated and yet are slated to receive building card IDs for 250 Wash St

What we are asking you to do:

- Designate a person to review and respond by Friday COB of this week (April 9<sup>th</sup>)
- Follow up to ensure completion

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#### Background and Detailed Instructions:

The Information Security Office is tightening up security access in the Department of Public Health along with setting up online PACE accounts for . Part of this process is to comply with the law and ensure that all workforce members, including Non-State Employees, complete mandatory information security training Commonwealth Curriculum Information Security and EO504, and Commonwealth Curriculum Conflict of Interest Training Part 1 & Part 2. State Employees are automatically enrolled in PACE along with anyone else paid directly using state systems. All Non-State Employees not paid by the Commonwealth need to be entered into PACE manually. To register all such Non-State Employees we need them to complete and submit the PACE Account Creation form (see attached). When we receive this form an Online PACE account will be created for them and they will be able to do all of their training Online (inside or outside DPH premises via [www.pace.state.ma.us](http://www.pace.state.ma.us)).

On March 9, 2010 the PACE Account Creation form was sent to each user on the attached spread sheet. This spread sheet still contains over 600 people we still not received communications from as of March 26, 2010. We realize that there may still be some minor omissions or incorrect data on this list which is why we need the help of the Bureaus to clean up this information and to make sure that their Non-State Employees are registered with a PACE account.

We need a delegate from each Bureau to review this information so we can update our records and set up these accounts. The first tab on the attached spread sheet is a list of users that can not be matched up with a State ID. The second tab on this spread sheet is a list of non-state users who have completed the PACE form and are setup in PACE.

#### Reviewer Guidelines

- Please look over all the names on this entire list (not just the ones that we have been able to identify by Bureau; there may be some of your users listed with no Bureau, terminated, or listed for the wrong Bureau).
- The users highlighted in pink have had a request for a new security access ID card for 250 Washington Street.
  - These users will not receive their security access ID until they have completed the PACE Account Creation form.
- Please indicate in Employee Type (Column A) for each of your users if they are:
  - Current State Employee
  - Current Non-State Employee
  - Terminated
- For Current State Employees
  - The users listed here may also go by different name or have been transferred to EOHHS
  - Indicate in Column M if user goes by a different name than what is listed here.
- For Current Non-State Employees
  - Indicate in Column B that you forwarded the Adobe form to that user to complete.
- For Terminated Employees we will remove all access to the Network and Email.
- Any user not claimed by a Bureau will be considered a Terminated Employee and Network and Email Access will be removed.

Each Non-State Employee currently working for your Bureau needs to complete the attached PACE Account Creation form. Please make sure that all Non-State Employees who are part of your Bureau's work force (Contractors, Consultants, Interns, or Temporary Employees) complete this form. Some of these users have state email accounts and others do not.

By cleaning up this list we will help the Bureaus reduce the email charge back costs for each unused email account while improving security for DPH data (and getting us closer to our mandatory training requirements by law).

If you have any questions or need assistance in completing this process please contact: Carol Bugarin  
[carol.bugarin@state.ma.us](mailto:carol.bugarin@state.ma.us), 617-624-5314

Please return this spread sheet by April 9, 2010.

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**From:** ValdesLupi, Monica (DPH)  
**Sent:** Thursday, April 01, 2010 9:59 AM  
**To:** DPH-DL - All DPH Staff  
**Subject:** Executive Order 504  
**Importance:** High

Hello all,

Under Executive Order 504, all DPH staff and contractors must complete mandatory training on DPH's Information Security Program. This training can be found in PACE and all staff and contractors must complete by the training by April 8, 2010. As of today, only 25% of DPH staff have completed the training. We need to fully comply with this training requirement by next Thursday, April 8, 2010. It takes approximately 20 minutes to complete. Your supervisors will be following up to confirm that you have taken this mandatory training. For staff or contractors who do not have an online PACE account, please fill in the attached form and click the button at the bottom of the form. The PACE tool can be found at [www.pace.state.ma.us](http://www.pace.state.ma.us). Instructions for finding the training in question are below.

Thank you for your prompt attention to this urgent matter.

Monica

Instructions:

Sign into PACE at the link provided above (if needed, use the buttons on this screen to find out our user login or reset your password)

Go to Student Learning Center

Next to Topic select Commonwealth Curriculum Information Security and EO504

Hit Select and choose the following online course from the menu on the left, "CSD - Information Security (Executive Order #504) eLearning"

**Monica Valdes Lupi, JD, MPH**

Chief of Staff

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